



UNITED STATES MARINE CORPS  
MARINE CORPS BASES JAPAN  
CAMP SMEDLEY D. BUTLER, OKINAWA  
UNIT 35001  
FPO AP 96373-5001  
AND  
III MARINE EXPEDITIONARY FORCE, FMF  
UNIT 35601  
FPO AP 96606-5601

MARCORBASESJAPANO 5300.2A w/chr1  
G-1

27 NOV 2000

MARINE CORPS BASES JAPAN ORDER 5300.2A/chr1

From: Commander, Marine Corps Bases Japan  
Commanding General, III Marine Expeditionary Force  
To: Distribution List

Subj: FLEET ASSISTANCE PROGRAM (FAP) AGREEMENT FOR MARINE CORPS  
BASES JAPAN (MCB) AND III MARINE EXPEDITIONARY FORCE (MEF)

Ref: (a) SECNAVINST P5212.5C  
(b) JFTR  
(c) FMFPacO 5300.1D  
(d) MCO P1000.6G  
(e) MCO P1900.16E  
(f) MCO P1070.12J  
(g) MCO P1040.31H  
(h) MCO P1050.3H  
(i) MARCORBASESJAPANO P11000.2  
(j) BO 1050.2M

Encl: (1) FAP Billets for MCB, Camp Smedley D. Butler (MCC 092)  
T/O 7803  
(2) FAP Billets for MCAS, Futenma (MCC 045) T/O 8322  
(3) FAP Billets for Camp Fuji, Japan (MCC 093) T/O 7801  
(4) FAP Billets for MCAS, Iwakuni (MCC 044) T/O 8321  
(5) Administration of the FAP Agreement (MCB Butler, MCAS  
Futenma, Camp Fuji)  
(6) Administration of the FAP Agreement (Iwakuni)  
(7) Sample FAP/DEFAP Orders (MCAS, Iwakuni)

1. Purpose. To publish a coordinated agreement pertaining to the  
Fleet Assistance Program (FAP) in consonance with references (a)  
through (j).

2. Cancellation. MARCORBASESJAPANO 5300.2.

3. Information

a. This order provides manning and administrative instructions for the FAP as it pertains to Marine Corps Base, Camp Smedley D. Butler; MCAS, Futenma; MCAS, Iwakuni and Camp Fuji, and the tenant supported Fleet Marine Forces (FMF) commands.

b. This Order denotes FAP requirements and sourcing plan as follows:

	<u>RQMT</u>	<u>MHG</u> <u>MEF</u>	<u>DIV</u>	<u>FSSG</u>	<u>WING</u>	<u>MEU</u>
<u>Camp Butler:</u>						
- Total Officers	9	2	2	2	2	1
- Total Enlisted	171	27	55	39	43	7
- Total	180	29	57	41	45	8
<u>Camp Fuji:</u>						
- Total Officers	5	0	4	1	0	0
- Total Enlisted	145	0	71	74	0	0
- Total	150	0	75	75	0	0
<u>MCAS Futenma:</u>						
- Total Officers	3	0	0	0	3	0
- Total Enlisted	145	0	0	9	136	0
- Total	148	0	0	9	139	0
<u>MCAS Iwakuni:</u>						
- Total Officers	13	0	0	7	6	0
- Total Enlisted	322	0	0	65	257	0
- Total	335	0	0	72	263	0
- Total FAP Req	*813	29	132	197	447	8

Total FAP: \* This total does not include the 273 automatic FAPs in the 58XX, 016X, 8538, 46XX, 43XX, and 31XX MOSs. It also does not include the 13 structure spaces MCB provides to Fuji.

c. All recommendations for changes or modifications to this order will be addressed to the Commander, Marine Corps Bases, Japan (Assistant Chief of Staff, G-1) via the respective chain of command.

d. FAP sourcing codes used throughout the enclosures are as follows:

- (1) M: ~~III Marine Expeditionary Force Command Element (III MEF)~~ *MEF Headquarters Group*
- (2) D: 3d Marine Division (3d MarDiv)
- (3) F: 3d Force Service Support Group (3d FSSG)
- (4) W: 1<sup>st</sup> Marine Aircraft Wing (1<sup>st</sup> MAW)
- (5) 171: Marine Wing Support Squadron 171, Iwakuni
- (6) MACS-4: Marine Air Control Squadron
- (7) CSSD: Combat Service Support Detachment 36, 3d FSSG
- (8) MAG: Marine Aircraft Group 12
- (9) 31: 31<sup>st</sup> Marine Expeditionary Unit
- (10) B: Marine Corps Base

4. Action. All MSCs will comply with the provisions of this Order as outlined in the enclosures.

5. Record Disposition. Records created or maintained per this Order will be retained per SECNAVINST P5212.5C, part II, Chap 5 par 5000 for two years.

6. Applicability. The contents of this Order are applicable to the Commanding Generals, III Marine Expeditionary Force; MCB, Camp Smedley D. Butler; 3d Marine Division; 1<sup>st</sup> Marine Aircraft Wing; 3d Force Service Support Group, and the Commanding Officers of 31<sup>st</sup> Marine Expeditionary Unit; MCAS, Futenma; MCAS, Iwakuni, and Camp Fuji. *III MEF*

*E. B. Hailston*  
E. B. HAILSTON

DISTRIBUTION: MARCORBASESJAPAN LIST A  
III MEF LIST I/II



UNITED STATES MARINE CORPS  
MARINE CORPS BASES JAPAN  
CAMP SMEDLEY D. BUTLER, OKINAWA  
UNIT 35001  
FPO AP 96373-5001  
AND  
III MARINE EXPEDITIONARY FORCE, FMF  
UNIT 35601  
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MARCORBASESJAPANO 5300.2A Ch 1  
G-1

12 JAN 1971

MARINE CORPS BASES JAPAN ORDER 5300.2A Ch 1

From: Commander, Marine Corps Bases, Japan  
Commanding General, III Marine Expeditionary Force  
To: Distribution List

Subj: FLEET ASSISTANCE PROGRAM (FAP) AGREEMENT FOR MARINE CORPS  
BASES JAPAN (MCB) AND III MARINE EXPEDITIONARY FORCE (MEF)

1. Purpose. To provide pen changes to the basic Order.
2. Action
  - a. Change the column in paragraph 3b to read MHG vice MEF.
  - b. Change paragraph 3d(1) to read M: III MEF Headquarters Group vice III MEF Command Element.
  - c. Add III MHG to the end of paragraph 6.
  - d. On enclosure (1), page 1 move line 2533 from the 31 column to the M column.
3. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic Order.
4. Certification. Reviewed and approved this date.

E. B. HAILSTON

DISTRIBUTION: MARCORBASESJAPAN LIST A  
III MEF LIST I/II

FAP BILLETS FOR MCB, CAMP SMEDLEY D. BUTLER (MCC 092) T/O 7803

LINE	BILLET	GRADE	T/O	MOS	T/O	REQ	M	D	F	W	31	PLT CODE	FOOTNOTE	CAT
<b>OFFICERS</b>														
374	DIRECTOR IE SHIMA TRNG FAC	CAPT	9910		1					1		G3AI	G, R	3
2530A	DEP CAMP CMDR (SCHWAB)	MAJ	9910		1			1				CVSS	R	3
2531	CAMP SERV OFFICER (SCHWAB)	CAPT	9910		1			1				CVSS	A, R	3
2532A	DEP CAMP CMDR (HANSEN)	MAJ	9910		1					1		CVSH	R	3
2533	CAMP SERV OFFICER (HANSEN)	CAPT	9910		1	1						CVSH	R	3
2534A	DEP CAMP CMDR (COURTNEY)	MAJ	9910		1		1					CVSC	R	3
2535	CAMP SERV OFFICER (COURTNEY)	CAPT	9910		1		1					CVSC	R	3
2538A	DEP CAMP CMDR (KINSER)	MAJ	9910		1					1		CVSK	R	3
2539	CAMP SERV OFF (KINSER)	CAPT	9910		1					1		CVSK	R	3
<b>ADJUTANT BRANCH</b>														
29	GUARD MAIL	LCPL	9916		1					1		G1AF	C	3
30	PASS/ID NCO	CPL	9916		2			1		1		G1AF		3
<b>JOINT RECEPTION CENTER</b>														
53	SENIOR TROOP LEADER	SSGT	9916		1			1				G1JF	K, R	3
54	TROOP LEADER	SGT	9916		7		2	1		4		G1JF	N	3
55	CHIEF DRIVER	SGT	3531		1			1				G1JF		2
56	DRIVER	ANY	9916		8		3	1	1	2	1	G1JF	C, Q	3
57	PROCESSING CHIEF	SGT	9916		1					1		G1JF		3
<b>CONS POSTAL BRANCH</b>														
117	DRIVER	LCPL	9916		4		2	1		1		G1PK	J, X	3
151	POSTAL CLERK		016X		ENCL 5							G1PK		1
<b>CONS SUB ABUSE COUN CTR</b>														
190	SUB ABUSE COUNSELOR		8538		ENCL 5							G1DF		1
191	ADMIN CLERK	LCPL	ANY		1			1				G1DF		3
<b>G3 DIVISION</b>														
<b>TRNG/AV SUPPORT CTR</b>														
230	PHOTOGRAPHER		46XX		ENCL 5							G3TF		1
<b>HANSEN RANGES</b>														
247	POLICE NCO/BLOCK NCO	SGT	9916		1			1				G3RH	A	3
259	RIFLE RANGE BLK NCO	SGT	8531		6		1	1	2	1	1	G3RH	A	3
271	PISTOL RANGE BLK NCO	CPL	8531		4			1	1	2		G3RH	A	3
275	PISTOL RG ARMORER/BLOCK NCO	LCPL	2111		1					1		G3RH	A	2
292	PISTOL RG TWR NCO/BLOCK NCO	SGT	8531		1						1	G3RH	A	3
293	PISTOL RANGE BLK NCO	CPL	8531		3			1	1	1		G3RH	A, K	3
280A	R/R ASST PIT NCO	SGT	8531		1					1		G3RH	A	3
<b>SCHWAB KD RANGES</b>														
279	RIFLE RANGE LINE NCO	SSGT	8532		1			1				G3RS	A, K	3
280	RIFLE RANGE TOWER NCO	SSGT	8532		1			1				G3RS	A	3
281	RIFLE RANGE BLK NCO	SGT	8531		8		2	2	2	2		G3RS	A	3
282	RIFLE RANGE PIT NCO	SSGT	8531		1			1				G3RS	A	3
284	RIFLE RANGE ASST PIT NCO	SGT	8531		1			1				G3RS	A	3
291	RIFLE RG ARMORER/BLOCK NCO	LCPL	2111		1			1				G3RS	R	2
294	POLICE NCO/BLOCK NCO	SGT	9916		1					1		G3RS		3
295	RADIO OPERATOR	CPL	9916		3		2	1				G3RH	A	3

ENCLOSURE (1)

FAP BILLETS FOR MCB, CAMP SMEDLEY D. BUTLER (MCC 092) T/O 7803

LINE	BILLET	GRADE	T/O	MOS	T/O	REQ	M	D	F	W	31	PLT	CODE	FOOTNOTE	CAT
297	MAINTENANCE MAN	PFC	1371	4				1	1	2			G3RH	A, X	2
299	RANGE WARDEN	SGT	0311	1							1		G3RH	X	2
300	RIFLE RANGE COACHES SCH INSTR	SGT	9916	3			1	1	1				G3RH	A, U	3
<b>IE SHIMA TRNG FACILITY</b>															
301	NCOIC	GYSGT	9916	1						1			G3AI	K, G	3
302	CHIEF RANGE WARDEN	SGT	9916	1				1					G3AI	E, K, H, G	3
303	RANGE WARDEN	CPL	9916	1				1					G3AI	H, G	3
304	AVN OPS SPECIALIST	SGT	7041	1						1			G3AI	G	2
305	ASST AVN OPS SPECIALIST	CPL	9916	1						1			G3AI		3
306	MOTOR TRANSPORT CHIEF	CPL	3531	1			1						G3AI		2
<b>FOOD SERVICE SECTION</b>															
342B	NCOIC	CPL	33XX	1			1						G4FK	X	2
336	WAREHOUSE MAN	LCPL	3051	2				1	1				G4FK	X	2
344	NCOIC	CPL	3361	1						1			G4FK	X	2
346	SUBS MANAGER	LCPL	3361/9916	2				2					G4FK	X	2
347	FOOD SERVICE SPECIALIST	SNCO	3381	1			1						G4FF		2
347A	FOOD SERVICE SPECIALIST	SGT	3381	1						1			G4FF		2
347B	FOOD SERVICE SPECIALIST	CPL	3381	2				1		1			G4FF		2
347C	FOOD SERVICE SPECIALIST	LCPL	3381	4			1	1	1	1			G4FF		2
<b>MOTOR TRANS SECTION</b>															
409	TRUCK DRIVER	LCPL	9916	4				1	1	1	1		G4MF	J, X	3
409B	BUS DRIVER	CPL	9916	5				2	2	1			G4MF	Q, X	3
423B	DRIVER	LCPL	9916	4			1	2		1			G4MF	X	3
455A	BPA/PTS RMPUB NCO	SGT	3043	1						1			G4MF		2
<b>SAFETY BRANCH</b>															
487	DRIVER INSTR MHE	SGT	1345	2				1	1				G4SF	X	2
488	DRIVER INSTR	SSGT	3537	1						1			G4SF	K	2
489	DRIVER INSTR	SGT	3531	2				2					G4SF		2
<b>BASE SUPPLY</b>															
505	CONTROL NCO	SGT	30XX	1						1			G4HF	X	2
523	INPUT/OUTPUT CLERK	PFC	3043	1				1					G4DF	X	2
558E	SUPPLY CLERK	PFC	3043	1				1					G4DF	X	2
572	RESEARCH	LCPL	3043	1						1			G4DF	X	2
590	BULK ISSUE NCO	CPL	3051	1						1			G4DF	X	2
590A	BULK ISSUE NCO	LCPL	3051	4						2	1	1	G4DF	X	2
617	WAREHOUSE CLERK	LCPL	3051	2			1	1					G4PF	X	2
645	WAREHOUSE/ISSUE CLERK	CPL	3051	1						1			G4DF	X	2
664E	BULK FUEL MAN	SGT	1391	1						1			G4DF		2
<b>PROPERTY CONTROL BRANCH</b>															
667A	SUPPLY ADMIN CLERK	CPL	3043	1			1						G4DF	X	2
685	SUPPLY/ADMIN CLERK	PFC	3043	1				1					G4DF	X	2
689	GEN WAREHOUSE MAN	CPL	3051	1				1					G4PF	X	2
695	SUPPLY ADMIN CLERK	SGT	3043	1				1					G4PF	X	2
696	SUPPLY ADMIN CLERK	LCPL	3043	2				1		1			G4PF	X	2
712	GEN WAREHOUSE MAN	CPL	3051	1						1			BNSF	X	2
717	SUPPLY ADMIN CLERK	CPL	3043	1						1			G4PC	X	2
723	SUPPLY ADMIN CLERK	CPL	3043	1						1			G4PF	X	2
724	GEN WAREHOUSE MAN	CPL	3051	1						1			G4PF	X	2
729	SUPPLY ADMIN CLERK	CPL	3043	1				1					G4PU	X	2
730	GEN WAREHOUSE MAN	CPL	3051	1						1			G4PF	X	2

ENCLOSURE (1)

FAP BILLETS FOR MCB, CAMP SMEDLEY D. BUTLER (MCC 092) T/O 7803

LINE	BILLET	GRADE	T/O	MOS	T/O	REQ	M	D	F	W	31	PLT CODE	FOOTNOTE	CAT
<b>TRAFFIC MANAGEMENT BRANCH</b>														
771A	TRAFFIC MANAGEMENT SPECIALIST	ENCL 5	31xx									G4TF		1
<b>MILITARY PAY SECTION</b>														
1408	DISBURSING/TRAVEL CLERK	LCPL	3432	1					1			CCDF		2
1409	TLA/BURDEN SHARING CLERK	LCPL	9916	1				1				CCDF	T	3
1401	QA AUDITOR	SSGT	3432	1					1			CCDF	X	2
<b>MILITARY POLICE</b>														
1726	MP		5811	ENCL 5								MPFF		1
1793A	CRIMINAL INVEST		5821	ENCL 5								MPCF		1
<b>PUBLIC AFFAIRS BRANCH</b>														
1825	PRINT JOURNALIST		43XX	ENCL 5								PAOF		1
<b>TELECOM CTR BRANCH</b>														
1862A	CHIEF WATCH SUPERVISOR	SSGT	2549	3	1			1	1			G6CF	G, R	2
1862B	MSG CTR MAN	CPL	2542	17	4	5		4	4			G6CF	R, X	2
<b>TELEPHONE SECTION</b>														
1902	TEL LINEMAN	LCPL	2512	3	1	2						G6TF	X	2
1911	INSTALLER/RPRM	CPL	2811	3	1	1		1				G6TF		2
1936	RADIO REPAIRMAN	SGT	2841	1		1						G6TF	X	2
<b>CAMP BILLETING (BUTLER)</b>														
2377	MAINTENANCE SUPERVISOR	SNCO	1371	1					1			FEHF	R	2
2378	SUPPLY SUPERVISOR	SNCO	30XX	1				1				FEHF	M, R	2
2379	SUPPORT TEAM	LCPL	8911	2					1	1		FEHF	A, R	3
<b>FACILITIES AND OPS CHIEF</b>														
2531C	OPS CHIEF (SCHWAB)	SSGT	9916	1				1				CVSS	B	3
2535B	FAC CHIEF (COURTNEY)	SSGT	9916	1				1				CVSC	B	3
2535C	OPS CHIEF (COURTNEY)	SSGT	9916	1				1				CVSC	B	3
2539B	FAC CHIEF (KINSEY)	SSGT	9916	1					1			CVSK	B	3
2539C	OPS CHIEF (KINSEY)	SSGT	9916	1					1			CVSK	B	3
<b>TOTAL</b>														
<b>GRAND TOTAL (INCLUDES OFF)</b>														
					180	29	57	41	45	81				

ENCLOSURE (1)

FAP BILLETS FOR MCAS, FUTENMA (MCC 045) T/O 8322

LINE	BILLET	GRADE	T/O MOS	T/O REQ	M	D	F	W	PLT CODE	FOOTNOTE	CAT
<b>OFFICERS</b>											
1921	WEATHER SVC OFFICER	CWO	6802	1				1			2
1961	ATC WATCH OFFICER	LT	7220	2				2			2
<b>ENLISTED</b>											
<b>FLIGHT CLEARANCE BRANCH</b>											
1912	FLIGHT CLNC NCO	SGT	7041	1				1		G,R	2
1915	AVIATION OPS SPEC	LCPL	7041	2				2		G,R	2
<b>WEATHER DIVISION</b>											
1924	FORECASTER	GYSGT	6842	1				1			1
1925	FORECASTER	SSGT	6842	2				2			1
1928	FORECASTER	SGT	6842	2				2			1
1930	OBSERVER	SGT	6821	1				1			1
1933	OBSERVER	CPL	6821	3				3			1
1936	OBSERVER	LCPL	6821	6				6			1
1938	MET EQUIP TECH	SGT	6493	1				1			1
1940	MET EQUIP TECH	CPL	6493	2				2			1
<b>ATC DIVISION</b>											
1962	LOCAL CONTROLLER	SSGT	7291	1				1		R	1
1962A	RADAR WATCH SUPERVISOR	GYSGT	7291	1				1			1
1963A	GCA CONTROLLER	SSGT	7291	2				2			1
1965	GCA CONTROLLER	SGT	7253	2				2			1
1967	GCA CONTROLLER	CPL	7253	2				2			1
1969	COORDINATOR	LCPL	7253	2				2			1
1984	LOCAL CONTROLLER	SGT	7252	2				2			1
1986	LOCAL CONTROLLER	CPL	7252	2				2			1
1988	TOWER FLIGHT	LCPL	7252	4				4			1
<b>CRASH/RESCUE DIVISION</b>											
<b>AIR FREIGHT/PASSENGER SECTION</b>											
2073	FREIGHT CLERK	CPL	3112	3				3			2
2074	FREIGHT CLERK	LCPL	9916	4				4			3
<b>CRASH FIRE/RESCUE BRANCH</b>											
2083	FIRE INSP	GYSGT	7051	1				1			1
2084	TRNG CHIEF	SSGT	7051	1				1			1
2087	TRUCKMASTER	SSGT	7051	1				1			1
2091	MATERIAL NCO	SGT	7051	1				1			1
2092	CRASH CHIEF	MSGT	7051	1				1			1
2094	SECTION LEADER	SSGT	7051	2				2			1
2096	DISPATCHER	SGT	7051	3				3			1
2101	P-19 VEH OPR	SGT	7051	6				6			1
2102	P-19 TURRET OPR	CPL	7051	6				6			1
2107	P-19 VEH HANDLINE OPR	LCPL	7051	10				10			1
2110	P-19 VEH HANDLINE/RESCUE	LCPL	7051	8				8			1
2111	P-1-DRIVER/TEAM LDR	SGT	7051	2				2			1
2112	P-10 RESCUE EQUIP OPR	SGT	7051	2				2			1

ENCLOSURE (2)

FAP BILLETS FOR MCAS, FUTENMA (MCC 045) T/O 8322

LINE	BILLET	GRADE	T/O MOS	T/O REQ	M	D	F	W	PLT CODE	FOOTNOTE	CAT
2113	P-10 RESCUE EQUIP OPR	CPL	7051	2				2			1
2115	P-26 WATER TANK OPR	CPL	7051	2				2			1
2116	P-26 WATER RESUPPLY ASST	LCPL	7051	4				4			1
2118	RESCUE CRANE OPR	SSGT	7051	1				1			1
2120	RESCUE CRANE RIGGER	LCPL	7051	1				1			1
<b>A/C RECOVERY SECTION</b>											
2133	OPS/QA/CHIEF	SGT	7011	1				1			1
2136	MAINT SPEC	LCPL	7011	2				2			1
2138	VLA SPEC	LCPL	7011	1				1			1
<b>LOGISTICS</b>											
3010	BLDGS AND GRNDS MARINE	CPL	8911	2				2			3
<b>FOOD SERVICE</b>											
3102	ASST FOOD SERV CHIEF	MSGT	3381	1				1			2
3104	CHIEF COOK	GYSGT	3381	1				1			2
3106	CHIEF COOK	SSGT	3381	2				2			2
3108	FOOD SVC SPECIALIST	SGT	3381	3				3			2
3111	FOOD SVC SPECIALIST	CPL	3381	5				5			2
3114	FOOD SVC SPECIALIST	LCPL	3381	14				14			2
<b>FUELS SECTION</b>											
4061	BULK FUELS CHIEF	MSGT	1391	1				1		R	2
4122	BULK FUEL SPEC	SSGT	1391	1				1		R	2
4124	BULK FUEL SPEC	SGT	1391	1			1				2
4127	BULK FUEL SPEC	CPL	1391	6			4	2			2
4130	BULK FUEL SPEC	LCPL	1391	1			1				2
4145	DRIVER	CPL	1391	2				2		Q	2
<b>H&amp;HS ADMIN</b>											
9543	PERS CLK	CPL	0121	1				1			2
<b>GRAND TOTAL (Includes officers)</b>								<b>9</b>	<b>139</b>		

ENCLOSURE (2)

FAP BILLETS FOR HQBN, CAMP FUJI, JA (MCC 093) TO 7801

LINE	BILLET	GRADE	T/O MOS	T/O REQ	B	D	F	PLT CODE	FOOTNOTE	CAT
<b>OFFICERS</b>										
2	BN/CAMP COMMANDER	COL	9906	1		1				2
47	OPS/TRNGO	MAJ	0802	1		1				2
48	RNG CNTRLO	LT	9910	1		1				2
60	LOGISTICS OFFICER	MAJ	0402	1			1			2
163	COMMANDING OFFICER	CAPT	0402	1		1				2
183	MAINTENANCE OFFICER	CWO2	3510	1	1					2
<b>ENLISTED</b>										
12	MP PATROLMAN	LCPL	5811	4	4					1
15	MP PATROL SUPERVISOR	CPL	5811	2	2					1
22	COMPANY 1STSGT	GYSGT	9916	1	1					3
27	ADMIN CLERK	LCPL	0151	1		1				2
31	PERSONNEL CLERK	LCPL	0121	1			1			2
32	LEGAL CHIEF/PRISON LIAISON	SSGT	4421	1	1					2
50	RANGE CONTROL SNCOIC	SSGT	0369	1		1				2
52	EOD CHIEF	MSGT	2336	1			1			2
53	EOD TECH	SGT	2336	1			1			2
57	FIELD RADIO OPERATOR	LCPL	2531	3		2	1			2
58	FIELD ARTY FIRE CNTL	LCPL	0844	1		1				2
61	LOGISTICS CHIEF	MSGT	0411	1			1			2
62	BN MAINT MANAGEMENT OFF	SGT	0411	1		1				2
63	MIMMS NCO	CPL	0411	1			1			2
64	EMBARK NCO	LCPL	0431	1			1			2
66	CAREER PLANNER	SSGT	8421	1	1					2
68	TMO SPECIALIST	SGT	3112	1			1			2
71	SMALL ARMS REPAIR	SGT	2111	1		1				2
72	SMALL ARMS REPAIR	CPL	2111	1			1			2
75	MOTOR T DISPATCHER	SGT	3531	1			1			2
76	MOTOR VEHICLE OPERATOR	LCPL	3531	10		5	5			2
81	VEHICLE RECOVERY MECH	SGT	3523	1			1			2
88	ENGINEER EQUIP OPERATOR	CPL	1345	1			1			2
91	AMMO CHIEF	GYSGT	2311	1			1			2
92	AMMO TECH	SGT	2311	2			2			2
93	AMMO TECH	CPL	2311	4			4			2
94	AMMO TECH	LCPL	2311	4			4			2
97	BILLETING MANAGER	SGT	9916	1		1				3
98	ASST BILLETING MANAGER	CPL	8911	1		1				3
99	DESK CLERK	PFC	8911	4		4				3
105	SUB SUPPLY NCOIC	SSGT	3361	1			1			2
106	SUBSISTENCE CLERK	LCPL	3361	1	1					2
110	FOOD SERVICE SPECIALIST	CPL	3381	2		1	1			2
111	FOOD SERVICE SPECIALIST	LCPL	3381	1	1					2
126	COMM MAINT CHIEF	SSGT	2861	1		1				2
129	COMM CENTER OPERATOR	LCPL	2542	2		1	1			2
135	ADPE SPECIALIST	CPL	4066	1		1				2
137	FIELD RADIO OPERATOR	LCPL	2531	1		1				2
147	SUPPLY ADMIN CHIEF	SSGT	3043	1		1				2
149	SUPPLY FISCAL CLERK	CPL	3043	2		1	1			2

ENCLOSURE (3)

FAP BILLETS FOR HQBN, CAMP FUJI, JA (MCC 093) TO 7801

LINE	BILLET	GRADE	T/O MOS	T/O REQ	B	D	F	PLT CODE	FOOTNOTE	CAT	
150	WAREHOUSE CHIEF	SSGT	3051	1			1			2	
151	WAREHOUSEMAN	CPL	3051	1			1			2	
152	WAREHOUSEMAN	LCPL	3051	4		1	3			2	
156	BULK FUEL CHIEF	SGT	1391	1			1			2	
157	BULK FUEL OPERATOR	CPL	1391	1			1			2	
158	SUPPLY CLERK	LCPL	3043	6		1	5			2	
161	OPERATIONAL STOCK NCO	LCPL	3043	2			2			2	
164	COMPANY 1STSGT	GYSGT	0369	1	1					2	
166	OPERATIONS CHIEF	SSGT	3537	1		1				2	
167	CHIEF DISPATCHER	SGT	3531	1			1			2	
168	MOTOR TRANSPORT OPERATOR	CPL	3531	4		2	2			2	
169	MOTOR TRANSPORT OPERATOR	LCPL	3531	16		8	8			2	
170	WRECKER OPERATOR	CPL	3536	2		1	1			2	
171	ARTY SECTION CHIEF	CPL	0811	1		1				2	
172	ARTY MAN	CPL	0811	1		1				2	
173	ARTY MAN	CPL	0811	2		2				2	
174	ORDNANCE VEHICLE CHIEF	GYSGT	1833	1		1				2	
175	AAV CREWMAN	CPL	1833	2		2				2	
176	AAV CREWMAN	LCPL	1833	2		2				2	
177	LAV CREWMAN	CPL	0313	1		1				2	
178	LAV CREWMAN	LCPL	0313	1		1				2	
179	ENGINEER EQUIP CHIEF	SGT	1345	1		1				2	
180	ENGINEER EQUIP OPERATOR	CPL	1345	1			1			2	
181	ENGINEER EQUIP OPERATOR	LCPL	1345	1			1			2	
184	MOTOR TRANSPORT MAINT CHIEF	GYSGT	3529	1		1				2	
186	MOTOR TRANSPORT MECH	SGT	3521	2		1	1			2	
187	MOTOR TRANSPORT MECH	CPL	3521	4		2	2			2	
188	MOTOR TRANSPORT MECH	LCPL	3521	5		2	3			2	
190	GEN ELECT MECH	CPL	1142	2		1	1			2	
191	ENGINEER MECH	LCPL	1341	2		2				2	
191	METAL WORKER	CPL	1316	1		1				2	
192	ORDNANCE VEHICLE MAINT CHIEF	SSGT	2141	1		1				2	
194	AAV MECHANIC	CPL	2141	1		1				2	
194A	AAV MECHANIC	LCPL	2141	1		1				2	
195	AAV MECHANIC	LCPL	2141	3		3				2	
197	LAV MECHANIC	SGT	2147	2		1	1			2	
198	ARTY MAINT CHIEF	SGT	2137	1		1				2	
199	ARTY MAINT	CPL	2131	1			1			2	
200	RADIO REPAIRMAN	CPL	2841	1		1				2	
200A	RADIO REPAIRMAN	CPL	2841	1		1				2	
201	OPTICS TECH	CPL	2171	1			1			2	
208	HAZMAT HANDLER	LCPL	9916	1			1			3	
217	COMBAT ENGINEER	CPL	1371	3			3			2	
<b>GRAND TOTAL (INCLUDES OFF)</b>					163	13	75	75			

ENCLOSURE (3)

## FAP BILLETS FOR HHS, MCAS, IWAKUNI, (MCC 044)

T/O 7803

LINE	BILLET	GRADE	T/O MOS	T/O REQ	M	D	F	W	SOURCE	FNOTE	CAT
<b>OFFICERS</b>											
1921	WEATHER OFFICER	CWO3	6802	1				1	171	A,D	I
1952	WATCH COMMANDER	LT	7220	2				2	MACS-4	A,D	I
2081	CFR OFFICER	CWO	7002	1				1	171	A,D	I
2130	RECOVERY OFFICER	CWO	7002	1				1	171	A,D	I
7021	SERVICES OFFICER	LT	5803	1				1	171	A,D	I
551	POSTAL OFFICER	WO	O160	1			1		CSSD	A,D	I
1051	RETAIL OFFICER	CWO3	4130	1			1		CSSD	A,D	I
1052	ASST RETAIL OFFICER	CWO2	4130	1			1		CSSD	A,D	I
7752	FINANCIAL MGMT OFFICER	CAPT	3404	1			1		CSSD	A,D	I
7822	DISBO OFFICER	2NDLT	3402	1			1		CSSD	A,D	I
4201	TRANSPORTATION OFFICER	WO	3102	1			1		CSSD	A,D	I
8502	DEFENSE COUNSEL	CAPT	4402	1			1		CSSD	A,D	I
<b>ENLISTED</b>											
<b>PHOTOGRAPHIC SECTION</b>											
1771	PHOTO CHIEF	SSGT	4641	2				2	171	A,D	I
6824	EDITOR	SGT	4341	1				1	MAG	A,D	I
1773	COMBAT PHOTOGRAPHER	CPL	4671	1				1	171	A,D	I
<b>WEATHER BRANCH</b>											
1923	NCOIC METEO VANS	MSGT	6842	1				1	171	A,D	I
1924	FORCASTER	GYSGT	6842	1				1	171	A,D	I
1926	FORCASTER	SSGT	6842	1				1	171	A,D	I
1928	FORCASTER	SGT	6842	2				2	171	A,D	I
1930	OBSERVER	SGT	6821	1				1	171	A,D	I
1932	OBSERVER	CPL	6821	2				2	171	A,D	I
1934	OBSERVER	LCPL	6821	5				5	171	A,D	I
1936	METEOROLOGICAL VAN TECH	SSGT	6493	1				1	171	A,D	I
1937	METEOROLOGICAL VAN TECH	CPL	6493	1				1	171	A,D	I
1938	METEOROLOGICAL VAN TECH	LCPL	6493	2				2	171	A,D	I
<b>ATC BRANCH</b>											
1983	TOWER CHIEF	GYSGT	7257	1				1	MACS-4	A,D	I
1985	LOCAL CONTROLLER	SSGT	7257	1				1	MACS-4	A,D	I
1989	GROUND CONTROLLER	LCPL	7257	6				6	MACS-4	A,D	I
1991	TOWER CHIEF	SGT	7256	2				2	MACS-4	A,D	I
<b>RADAR SECTION</b>											
1967	APPROACH CONTROLLER	SSGT	7257	2				2	MACS-4	A,D	I
1969	APPROACH CONTROLLER	SGT	7257	4				4	MACS-4	A,D	I
1973	DPT CONTROLLER	CPL	7257	4				4	MACS-4	A,D	I
1975	RADAR DATA COORDINATOR	LCPL	7257	3				3	MACS-4	A,D	I
1978	FINAL CONTROLLER	LCPL	7257	6				6	MACS-4	A,D	I
<b>CRASH/FIRE/RESCUE BRANCH</b>											
2083	FIRE INSPECTOR	GYSGT	7051	1				1	171	A,D	I
2084	TRNG CHIEF	SSGT	7051	1				1	171	A,D	I
2087	TRUCK MASTER	SSGT	7051	1				1	171	A,D	I
2089	CFR VEH MECH	CPL	3525	1				1	171	A,D	I
2091	MATERIAL NCO	SGT	7051	1				1	171	A,D	I
2092	CRASH CHIEF	MSGT	7051	1				1	171	A,D	I

ENCLOSURE (4)

FAP BILLETS FOR HHS, MCAS, IWAKUNI, (MCC 044)  
T/O 7803

LINE	BILLET	GRADE	T/O MOS	T/O REQ	M	D	F	W	SOURCE	FNOTE	CAT
2094	SECTION LEADER	SSGT	7051	2				2	171	A,D,J	I
2096	DISPATCHER	SGT	7051	3				3	171	A,D	I
2101	P-19 VEH OPER	SGT	7051	6				6	171	A,D	I
2102	P-19 TURRET OPER	CPL	7051	3				3	171	A,D	I
2108	P-19 VEH HANDLING/OPER	LCPL	7051	6				6	171	A,D	I
2111	P-19 VEH HANDLING/RESCUE	LCPL	7051	6				6	171	A,D	I
2112	P-10 DRIVER/TEAM LDR	SGT	7051	2				2	171	A,D	I
2113	P-10 RESCUE EQUIP OPER	SGT	7051	2				2	171	A,D	I
2114	P-10 RESCUE EQUIP OPER	CPL	7051	2				2	171	A,D	I
2116	P-26 WATER TANK OPER	CPL	7051	2				2	171	A,D	I
2117	P-26 WATER RESUPPLY ASST	LCPL	7051	3				3	171	A,D	I
2119	RESCUE CRANE OPER	SSGT	7051	1				1	171	A,D	I
2121	RESCUE CRANE RIGGER	LCPL	7051	1				1	171	A,D	I
<b>AIRCRAFT RECOVERY SECTION</b>											
2131	RECOVERY SNOIC	MSGT	7011	1				1	171	A,D	I
2136	MAINT SPEC	CPL	7011	2				2	171	A,D	I
2137	VLA SPEC	CPL	7011	1				1	171	A,D	I
2138	VLA SPEC	LCPL	7011	2				2	171	A,D	I
2139	A/C RECOVERY SPEC	CPL	7011	1				1	171	A,D	I
2140	A/C RECOVERY SPEC	LCPL	7011	2				2	171	A,D	I
2141	RECOVERY CREW LDR	SSGT	7011	2				2	171	A,D	I
2143	CREWMAN	SGT	7011	2				2	171	A,D	I
2146	CREWMAN	LCPL	7011	4				4	171	A,D	I
2147	FLOS OPER	CPL	7011	2				2	171	A,D	I
<b>FOOD SERVICE DIVISION</b>											
3109	QA TECH	SSGT	3381	1				1	171	A,D	I
3112	SUBS SUPPLY CLK	SGT	3381	1				1	171	A,D	I
3114	SUBS SUPPLY CLK	CPL	3381	1				1	171	A,D	I
3116	FOOD SERV SPECIALIST	SSGT	3381	2				2	171	A,D	I
3117	FOOD SERV SPECIALIST	SGT	3381	5				5	171	A,D	I
3118	FOOD SERV SPECIALIST	CPL	3381	6				6	171	A,D	I
3119	FOOD SERV SPECIALIST	LCPL	3381	10				10	171	A,D	I
3120	FOOD SERV SPECIALIST	PFC	3381	10				10	171	A,D	I
3120A	SUBS SUPPLY CLK	SGT	3381	1				1	CSSD	A,D	I
3120B	SUBS SUPPLY CLK	CPL	3381	1				1	CSSD	A,D	I
3120C	SUBS SUPPLY CLK	SGT	3381	1				1	CSSD	A,D	I
<b>PMO DEPARTMENT</b>											
7026	DISPATCHER	CPL	5811	2				2	171	A,D	I
7062	LICENSING INSTR	SGT	5811	1				1	171	A,D	I
7063	TRAFFIC COURT CLK	CPL	5811	1				1	171	A,D	I
7082	TRAINING CLK	CPL	5811	1				1	171	A,D	I
7252	WATCH CDR	SSGT	5811	3				3	171	A,D	I
7254	DESK SGT	SGT	5811	3				3	171	A,D	I
7259	PATROL DISPATCHER	CPL	5811	2				2	171	A,D	I
7260	PATROL DISPATCHER	LCPL	5811	2				2	171	A,D	I
7301	FLT LINE SECURITY CHIEF	GYSGT	5811	1				1	171	A,D	I
7303	FLT LINE SECURITY	SGT	5811	5				5	171	A,D	I
7305	FLT LINE SECURITY	CPL	5811	16				16	171	A,D	I

ENCLOSURE (4)

FAP BILLETS FOR HHS, MCAS, IWAKUNI, (MCC 044)  
T/O 7803

LINE	BILLET	GRADE	T/O MOS	T/O REQ	M	D	F	W	SOURCE	FNOTE	CAT
7308	FLT LINE SECURITY	LCPL	5811	19				19	171	A,D	I
7309	FLT LINE SECURITY	PFC	5811	18				18	171	A,D	I
7404	CID AGENT	SGT	5821	1				1	171	A,D	I
<b>RJE ISMO</b>											
6473	SMALL SYSTEMS SPEC	SSGT	4066	1			1		CSSD	A,D	I
6475	SMALL SYSTEMS SPEC	CPL	4066	1			1		CSSD	A,D	I
6477	COMPUTER OPER	CPL	4066	2				2	171	A,D	I
6478	COMPUTER OPER	CPL	4066	1				1	MAG	A,D	I
<b>POST OFFICE SECTION</b>											
553	ASST POSTAL CHIEF	SGT	O161	1			1		CSSD	A,D	I
555	POSTAL CLERK	SGT	O161	1			1		CSSD	A,D	I
558	POSTAL CLERK	CPL	O161	1			1		CSSD	A,D	I
561	POSTAL CLERK	LCPL	O161	7			7		CSSD	A,D	I
<b>MARINE CORPS EXCHANGE</b>											
1053	MWR SPEC	MSGT	4133	2			2		CSSD	A,D	I
1054	MWR SPEC	GYSGT	4133	1			1		CSSD	A,D	I
1055	MWR SPEC	SSGT	4133	2			2		CSSD	A,D	I
1056	MWR SPEC	SGT	4133	3			3		CSSD	A,D	I
1057	MWR SPEC	CPL	4133	2			2		CSSD	A,D	I
<b>DISBURSING SECTION</b>											
7823	AUDITOR MIL PAY	GYSGT	3432	1			1		CSSD	A,D	I
7824	AUDITOR MIL PAY	SSGT	3432	2			2		CSSD	A,D	I
7827	DISBURSING CLERK	SGT	3432	2			2		CSSD	A,D	I
7829	TVL EXPENSE CLK	CPL	3432	1			1		CSSD	A,D	I
7830	DISBURSING CLK	CPL	3432	1			1		CSSD	A,D	I
7830	DOCUMENT CNTL CLERK	LCPL	3432	1			1		CSSD	A,D	I
7830	DISBURSING CLERK	LCPL	3432	3			3		CSSD	A,D	I
7831	DOCUMENT CNTL CLERK	PFC	3432	2			2		CSSD	A,D	I
7831	DISBURSING CLERK	PFC	3432	3			3		CSSD	A,D	I
<b>TRANSPORTATION SECTION</b>											
4331	PASSENGER TRANS SNCOIC	SSGT	3112	1			1		CSSD	A,D	I
4336	TRAFFICMGMT SPEC	CPL	3112	1			1		CSSD	A,D	I
4434	AIR FREIGHT LOADER	LCPL	3112	2			2		CSSD	A,D	I
4456	FREIGHT OPS MAN	PFC	3112	3			3		CSSD	A,D	I
215	HHG INTERVIEWER (CLAIMS)	SSGT	3112	1			1		CSSD	A,D	I
216	HHG INTERVIEWER (CLAIMS)	SGT	3112	1			1		CSSD	A,D	I
217	BOOKING CLERK	CPL	3112	1			1		CSSD	A,D	I
218	FREIGHT OPS CLERK	PFC	3112	3			3		CSSD	A,D	I
222	FREIGHT TRANS CLERK	LCPL	3112	1			1		CSSD	A,D	I
223	PARCEL POST CLERK	LCPL	3112	1			1		CSSD	A,D	I
224	PARCEL POST CLERK	PFC	3112	1			1		CSSD	A,D	I
224A	POSTAL CLERK	CPL	3112	1			1		CSSD	A,D	I
224B	POSTAL CLERK	PFC	3112	1			1		CSSD	A,D	I
<b>LEGAL SECTION</b>											
8505	LEGAL SERVICES CHIEF	SSGT	4421	1			1		CSSD	A,D	I
8507	LEGAL SERVICES SPEC	CPL	4421	1			1		CSSD	A,D	I
8509	LEGAL SERVICES SPEC	LCPL	4421	2			2		CSSD	A,D	I

ENCLOSURE (4)

FAP BILLETS FOR HHS, MCAS, IWAKUNI, (MCC 044)  
T/O 7803

LINE	BILLET	GRADE	T/O MOS	T/O REQ	M	D	F	W	SOURCE	FOOTNOT	CAT
<b>ADMINISTRATION/S-1 SECTION</b>											
9547	PERSONNEL CLK	LCPL	0121	1				1	171	A,F	III
<b>JRC SECTION</b>											
	ASST CENTER COORD	SGT	9916	1				1	MAG	C,E	III
	ASST CENTER COORD	CPL	9916	1			1		CSSD	C,E	III
	ASST CENTER COORD	LCPL	9916	1				1	171	C,E	III
<b>FLIGHT CLEARANCE BRANCH</b>											
1912	CLEARANCE NCO	SGT	7041	1				1	MAG	A,F	II
1914	AVN OPS SPECIALIST	CPL	7041	2				2	171	A,F	II
1916	AVN OPS SPECIALIST	LCPL	7041	1				1	MAG	A,F	II
2054	HUSH HOUSE NCO	CPL	60XX	1				1	MAG	B	II
<b>FACILITY OPERATIONS BRANCH</b>											
3232	MOTOR VEH OPER	CPL	3531	1				1	171	C,F	II
3233	MOTOR VEH OPER	LCPL	3531	2				2	171	C,F	II
<b>MOBILE FUELING SECTION</b>											
4143	REFUEL OPER	SGT	3531	1				1	171	C,F,H	II
4144	REFUEL OPER	LCPL	3531	3				3	171	C,F,H	II
<b>VAL SECTION</b>											
2053	CREW LEADER	SGT	6015	1				1	MAG	B	II
2054	VAL SPEC	CPL	6017	1				1	MAG	B	II
2055	VAL SPEC	LCPL	6013	1				1	MAG	B	II
2057	VAL SPEC	LCPL	6057	1				1	MAG	B	II
<b>MAGAZINE SECTION</b>											
4397	ORDNANCE TECH	CPL	6541	2				2	MAG	A,F	II
4398	ORDNANCE TECH	LCPL	6541	2				2	MAG	A,F	II
4399	ORDNANCE TECH	PFC	6541	2				2	MAG	A,F	II
<b>BACHELOR HOUSING BRANCH</b>											
5725	BOQ/BEQ CLERK	CPL	8911	3				3	MAG	E	II
5728	DESK CLK	CPL	9916	1				1	171	E	III
<b>GARRISON PROPERTY ISSUE BR</b>											
5732	WAREHOUSEMAN	CPL	9916	1			1		CSSD	E	III
<b>TOTAL</b>				335			72	263			

ENCLOSURE (4)

FAP BILLETS FOR HHS, MCAS, IWAKUNI, (MCC 044)  
T/O 7803

<b>ADMINISTRATIVE FOOTNOTES</b>	
<b>A.</b>	<b>PRIMARY MOS BILLET. MOST SUBSTITUTION NOT ACCEPTABLE.</b>
<b>B.</b>	<b>ANY MOS WITHIN SAME OCCUPATIONAL FIELD ACCEPTABLE.</b>
<b>C.</b>	<b>STATESIDE DRIVER'S LICENSE AND SOFA LICENSE REQUIRED.</b>
<b>D.</b>	<b>CATEGORY I ASSIGNMENT: ALL PERS POSSESSING THIS CATEGORY OF MOS WILL BE REASSIGNED TO THE FAP EXCEPT THOSE SPECIFICALLY EXCLUDED WITHIN THE AGREEMENT.</b>
<b>E.</b>	<b>CATEGORY II (A) BILLET. ANY MOS ACCEPTABLE.</b>
<b>F.</b>	<b>CATEGORY II (B) BILLET. A SPECIFIC MOS BILLET FILLED AT A PROPORTIONATE SHARE OF THE PARENT COMMAND'S ONHAND STRENGTH IN THAT MOS. IN THE CASE OF MOS 7041 FROM MWSS -171, ONE 7041 WILL BE RETAINED BY MWSS-171.</b>
<b>G.</b>	<b>ANY MOS WITHIN 6000 OCCUPATIONAL FIELD ACCEPTABLE EXCEPT MOS 6046.</b>
<b>H.</b>	<b>PROVIDE MOS 3534. FOLLOWING UNIT TRAINING AS PRACTICABLE.</b>
<b>I.</b>	<b>MUST BE OVER 21 YEARS OF AGE IN ORDER TO OPERATE BUS.</b>
<b>J.</b>	<b>MWSS-171 WILL RETAIN ONE SSGT, MOS 7051 FOR EQUIPMENT MAINTENANCE.</b>

ADMINISTRATION OF THE FAP AGREEMENT  
(MCB BUTLER, MCAS FUTENMA, CAMP FUJI)

1. Purpose. To provide guidance and administrative instructions pertaining to personnel assigned to Marine Corps Base, Camp Smedley D. Butler, MCAS Futenma and Camp Fuji in connection with the FAP. Administrative instructions for MCAS Iwakuni are published in enclosure (6).

2. Manning. Normally, the sourcing command will man MOSs at the same level they are being manned not to exceed the requirements contained in the enclosures. For example, if the 3d Marine Division has 75% of its T/O for MOS 3381, the minimum manning of their FAP requirement for MOS 3381 is 75%. "B" billets (i.e. 9916, 8911, 8531, and 8532) will be manned at the same percentage of the overall manning of the sourcing command. Example, if the 3d Force Service Support Group's overall manning is 82% of their T/O, then 82% of their FAP "B" billet requirements will be manned. However, as long as the sourcing command continues to be manned above 80% of their T/O, the FAP billets will be manned at no less than 80%. In addition, any MOS identified via SORTS as critical, will not be fapped until the MOS is no longer C-4. Individual MSCs are authorized to negotiate with Base for 6 month tours for non-critical FAP requirements.

a. The following caveats are applicable:

016X OCC FLD. MSCs will FAP all Marines with an 016X MOS to MCB. Assign all 016X's to line number 151. Two Marines MOS 0161 will be provided on a continuing basis to FSSG to support the 31<sup>st</sup> MEU.

31XX OCC FLD. 3d FSSG will retain one Marine with a 31XX MOS (Sgt and below); FAP remaining Marines with MOS 3112 to MCB with the exception of those 3112's identified for FAP assignment to MCAS Futenma. (Assign all 31XX's being fapped to MCB to line number 771A).

43XX OCC FLD. MSCs will FAP all 43XX OCC FLD Marines to MCB. Assign all 43XX's to line number 1825.

46XX OCC FLD. MSCs will FAP all 46XX OCC FLD Marines to MCB. Assign all 46XX's to line number 230 with the exception of MOS 4615.

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58XX OCC FLD. MSCs will send 58XX OCC FLD Marines to FAP as follows: 3d FSSG: FAP all but five 5811 Marines (1 SNCO/4 Sgt and below) to MCB; 3d MarDiv: FAP all but four 5811 Marines (4 Sgt and below) to MCB (3 MPCadre, 1 MP Div Schs); 1st MAW: Retain two 5811 Marines (Sgt and below) for MWLK, FAP the remaining 58XX Marines to MCB (Assign all 5811's to line number 1726, assign all 5821's to line number 1793A). MSC's are authorized to retain 58XX Marines who are assigned above the aggregate ASR of these commands.

8538. MSCs will FAP all Marines with an additional MOS of 8538 to MCB. Assign all 8538's to line number 190.

b. The following actions will necessitate total review of the FAP Agreement:

- (1) Bi-annual review.
- (2) Unit deployment program suspension.
- (3) Significant unit deactivation or cadre action affecting Marine Corps Base or FMF structure changes (i.e., permanent or temporary gains/losses).

### 3. Assignment

a. Personnel assignments in support of this agreement will be on an individual basis. FAP orders will be issued directing assigned personnel to report to the Commanding General, Marine Corps Base, Camp Smedley D. Butler, MCAS Futenma and Camp Fuji Commanding Officers for duty. The orders will indicate the T/O and T/O line number against which the individual is charged. Marines assigned to FAP will be assigned to the line number assigned by the parent command. Reassignment to another FAP line number may be done only with the concurrence of the parent command.

b. Personnel awaiting Convening Authority/Supervisory Authority (CA/SA) action on courts-martial may be reassigned to non-sensitive billets as deemed appropriate by the FAP unit. Those personnel so reassigned and considered essential to operational effectiveness will be replaced by the unit tasked to fill the billet.

c. Personnel will be assigned to the FAP per the policy set forth in reference (c) and as footnoted in this Order for specific billets.

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d. Grade substitution of one grade above or below the T/O grade is authorized except where otherwise indicated by the appropriate footnote. Substitutions exceeding one grade must be approved by the Commanding General, Marine Corps Base, Camp Smedley D. Butler (PersO).

e. Per reference (a), the duration of FAP assignments is unlimited for FAP personnel who are filling a T/O billet commensurate with their primary or additional MOS.

f. Certain FAP billets involve major property accounts and should be filled by personnel who can remain in the position for a minimum of one year. Assignment of UDP personnel often results in excessive use of temporary responsible officers, which causes frequent inventories. Frequent shut downs for inventory reduce service to an unacceptable level; therefore, every effort must be made to stabilize responsible officer FAP billets. Such billets are indicated by appropriate footnotes.

g. Personnel with disciplinary/medical action pending or who have an extensive history of disciplinary/medical problems will not be assigned to FAP.

h. Not later than the 5<sup>th</sup> of each month, the MCB, Camp Butler, AC/S G-1 will provide a list of vacant FAP billets to the AC/S G-1/S-1 of commands providing Marines to the FAP. Commands will have seven days to review the list and provide the estimated date the vacancies will be filled.

i. All FAP issues regarding vacancies and noncompliance with the FAP agreement will be negotiated between the AC/S G-1, MCB, Camp Butler and the AC/S, G-1/S-1 of the unit providing the FAP. Each major subordinate command is authorized to directly contact the Commanding General, MCB, Camp Butler (PersO) concerning DEFAPing Marines at the conclusion of their tour.

#### 4. Reporting and Termination

a. In order to ensure proper manpower control over the large numbers of continuously rotating FAP personnel, the following procedures will be followed:

(1) The parent G-1/Personnel Section will inform subordinate organizations of their specific FAP obligations.

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(2) The FMF G-1/Personnel Officers will provide the Commanding General, MCB, Camp Butler (PersO) with a copy of the individual FAP orders to provide a means to determine if individuals are reporting properly. FAP orders must include line number to which assigned and report date. The FMF G-1s or Personnel Officers will only assign personnel to the FAP after they have been properly joined by their parent units.

(3) Personnel assigned to FAP will report with their service, medical and dental records, all personal effects, and 782 gear. Personnel assigned to the FAP with MCAS Futenma will report in person to the Manpower Office, Building 101, MCAS Futenma with their service, medical and dental record, all personal affects, and all 782 gear. Personnel assigned to Camp Fuji will report to the Commanding Officer, Headquarters Battalion, Camp Fuji with their service, medical and dental records and all personal effects.

(4) Upon joining a Marine to the FAP, the Personnel Officers of MCB, Camp Butler and MCAS Futenma will inform the FMF command of the actual join date to ensure agreement of FAP fill status and to maintain similar manpower records. This notification may be done by providing the FMF command with a copy of the individual's reporting endorsement.

b. MCB Division/Branches and MCAS Futenma Sections will not request FAP termination unless every effort was made to reconcile problem area(s). In the event corrective action was unsuccessful/disciplinary action was not considered warranted, appropriate page 11 entries will be made in the Marine's SRB. Requests for early DEFAP for purposes/reasons other than normal rotation should be requested in writing from the division/branch to the Base Personnel Officer via the chain of command and should include full narrative justification for the DEFAP. In all cases involving substandard performance/conduct, appropriate disciplinary or administrative action will be completed prior to requesting DEFAP. The completed action will be documented in the Marine's SRB.

c. Duty under the FAP will not be terminated strictly for disciplinary action or medical problems, unless these problems prevent service in the billet assigned and the Marine cannot be effectively utilized in any other FAP Billet line number. If, for disciplinary reason, the parent command requests termination, this request will be honored. In each of the above cases a replacement is required.

d. The command G-1/Personnel Officer will notify MCB, Camp Butler (PersO) and MCAS Futenma (ManpowerO) concerning flight dates for FAP Marines. The FAP Marines will be DEFAPed seven calendar days prior to the flight date.

e. Administrative separation packages recommended by the Commanding Officer, Headquarters and Service Battalion, MCB, Camp Butler and the Commanding Officer, MCAS Futenma and Camp Fuji will be routed via the Marine's parent command (AC/S G-1) prior to submission to the Commanding General, MCB, Camp Butler for decision.

5. Return of Non-effectives. FAP personnel who become ineffective for extended periods of time will be terminated as follows:

a. Personnel in an unauthorized absence status will be terminated on the 25th day of absence. The Commanding Officer having administrative control of a Marine's service record will complete the appropriate SRB entries, complete and file the unit punishment book on the document side of the record book, forward the 10 day letter to the absentee's next of kin, and make the 24 hour telephone call. A copy of the letter will be filed on the document side of the SRB. The parent command will complete the notice on the 31st day.

b. Personnel in hands of civil authorities will have their FAP orders terminated on the 25th day of incarceration. If appropriate, recommendations will be prepared and submitted by the Commanding Officer having administrative control of the Marine's service records for administrative discharge per reference (e) prior to terminating FAP orders.

c. Personnel who are hospitalized for a period in excess of 25 days will have their FAP orders terminated on the 25th day of hospitalization. Personnel requiring routine, short-term hospitalization will be retained.

d. Personnel who are attached to another command for humanitarian reasons will be DEFAPed on the 25th day after the day of attachment.

e. In each of the above cases, the Commanding Officer having administrative control of the Marine's service record will ensure the individual's personal effects, organizational clothing and

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equipment are inventoried within 48 hours prior to FAP termination, if required. The personal effects, organizational clothing and equipment, with all service records, will be delivered to the parent unit as appropriate.

f. Expeditious delivery of service records and termination of FAP orders to the parent unit of personnel whose FAP is terminated while in an absent or hospitalized status will be accomplished by the Commanding Officer having administrative control of the service record.

g. The Commanding General, MCB, Camp Butler and the Commanding Officer, MCAS Futenma, reserve the right to make a local determination based on existing circumstances, for the termination for cause of any individual to the FAP when it is obvious that such assignment is detrimental to the spirit and intent of this program.

## 6. Personnel Administration

a. Unit diary entries will be made per the Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFS PRIM). Commanders will ensure that prior to assignment to FAP, all MCTFS data on a Marine is current (i.e., Record of Emergency Data updated, Rotation Tour Date, Date Current Tour Began, Join Entry, etc.). Platoon Codes will not be changed by the Marine's parent command once a Marine is sent "To FAP." Appropriate platoon codes will be locally assigned for personnel accounting.

### b. Service Records

(1) Officer Qualification Records (OQRs) and Service Record Books (SRBs) will be maintained per reference (f). The OQR/SRB will accompany personnel when reporting for FAP. Parent units will ensure that each OQR/SRB is audited and all administrative details are completed/initiated prior to personnel reporting to the FAP unit. If the OQR/SRB is not available, personnel will be sent with a temporary record and the original record will be forwarded when received. Record of Emergency Data (RED), Serviceman's Group Life Insurance (SGLI) and other unit diary entry's will be accomplished at the Marine's parent unit prior to assignment to FAP.

(2) While in a FAP status, the Commanding Officer, Headquarters and Service Battalion, MCB, Camp Butler and the Commanding Officers of MCAS Futenma, MCAS Iwakuni, and Camp Fuji are responsible for all administrative matters concerning FAP Marines. This includes but is not limited to: promotions, legal

matters, pay and entitlements, family welfare, medical and dental readiness, service record maintenance, fitness reports and individual and unit inspections. Marines will not normally be returned to their parent commands for the sole purpose of standing inspection.

7. Career Planning. The career planning and reenlistment of Marines assigned to FAP will be the responsibility of the Commanding Officer with the administrative control of the service record. This includes requests for reenlistment, extensions of contract, lateral moves, etc.

8. Billeting and Training

a. Personnel will normally be billeted and subsisted at the camp where assigned to duty. This is the responsibility of the Commanding Officer with the administrative control of the service record.

b. The Commanding Officer, Headquarters and Service Battalion, MCB, Camp Butler and the Commanding Officers of MCAS Futenma, MCAS Iwakuni, and Camp Fuji will ensure all individual and unit training is conducted.

9. Leave/TAD Procedures. The Commanding Officer with the administrative control of the Marine's service record controls the leave, liberty, administrative absences, Temporary Additional Duty and Permissive Travel Orders, for personnel assigned to FAP. The exception to this are Marines assigned to the Air Contingency Force (ACF). These Marines will not be authorized leave, liberty, administrative absence, or TAD that will allow them to leave Okinawa. All requests pertaining to the Marines assigned to the ACF will be referred to the Marine's parent organization (The ACF may rotate from battalion to battalion, month to month). Each FMF command must notify the Commanding General, MCB, Camp Butler and the Commanding Officer, MCAS Futenma of any Marine assigned to the ACF.

10. DEFAP Exercises/Contingencies. In order to ensure a smooth evolution for all DEFAP exercises and actual contingencies, the following procedures will be used:

a. The FMF command/commander whose personnel are to be returned will issue recall instructions, specifying effective date and duration of recall. A lead-time of five days should be

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allowed, if possible. In a drill or actual contingency, however, there is no need to wait for the actual implementation order to begin preparation action.

b. Upon notification of intended DEFAP, the FMF command personnel officer will identify all personnel concerned.

c. The parent command will notify the FAP command of the gear required by the individual Marine. In the case of an exercise, the individual's gear will remain with the Marine's FAP unit. In the event of an actual contingency DEFAP, all the Marine's gear will be returned to the parent command for storage.

d. The Commanding Officer, Headquarters and Service Battalion, MCB, Camp Butler will arrange for transportation of FAP personnel to their parent unit.

e. Upon completion of the exercise/contingency, appropriate FAP Marines will be returned to the Commanding Officer, MCB, Camp Butler and resume their assigned duties.

f. The schedule of events for the exercise is as follows:

<u>EVENT</u>	<u>RESPONSIBLE COMMAND</u>
Warning Order/LOI issued	Parent Command
Coordination/Identification of MCB Personnel	Parent Command
Movement to control command	MCB (HQSVCBn)
Movement to parent command	Parent Command
Return to control point	Parent Command
Return to FAP unit	MCB (HQSVCBn)
After Action report as appropriate	MCB/Parent Command

11. Permanent Change of Station Procedures

a. The FMF command is responsible for requesting the required port call in all instances.

b. For those Marines assigned to FAP who are returning to CONUS for discharge or other separation action, the Commanding Officer, Headquarters and Service Battalion, Camp Butler is responsible for ensuring that all physical examination requirements and administrative requirements pertaining to separation are completed PRIOR to the DEFAP date. In this regard, the required physical exam processing and TAMP should be initiated no less than 60 days prior to the Marine's RTD.

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c. The Commanding Officer, Headquarters and Service Battalion, Camp Butler, MCAS Futenma and Camp Fuji will accomplish all screening requirements pertaining to special assignments (i.e., Drill Instructor, Recruiting, I-I Duty, etc.). However, the parent command is responsible for providing written notification to include a copy of their Permanent Change of Station Orders in each case where a Marine assigned to FAP requires screening.

12. Emergency leave Procedures

a. Emergency leave procedures for personnel assigned to the FAP program will normally be the same as those for non-FAP Marines assigned to the unit. The following exceptions apply:

(1) Those Marines qualifying for modification of Permanent Change of Station Orders (less than 90 days to RTD) will be DEFAPed to the parent command.

(2) Those Marines assigned from a six month unit deployment battalion/squadron will have their request referred to the appropriate parent command on a case-by-case basis as determined by the Base Personnel Officer. In all cases where emergency leave is considered appropriate, the Marine will be DEFAPed.

b. In all cases, references (h) and (j) will be used in processing emergency leave requests.

FOOTNOTES

A Unit Deployed Program (UDP) unit fill acceptable.

B OccFld 04xx, 11xx or 13xx.

C Any MOS is properly licensed (Govt license is required).

D Line Numbers 2200A - 2200C, 2200F, 2200I are Billet MOS 4066. Line Numbers 2200D, 2200E, 2200G and 2200K - 2200N are Billet MOS 4067. Line Number 2200J is Billet MOS 4069.

E OccFld 03 preferred.

F Reserved for Future Use.

G Contact relief required.

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- H Additional MOS 9962 (Parachutist) and Special operations training desired. Incentive pay for Hazardous Duty is not authorized.
- I Due to training involved must have at least 8 months to Rotation Tour Date (RTD).
- J Any MOS if properly licensed (Govt License up to 3 ton commercial).
- K No Grade Substitute.
- L For Future Use.
- M Incumbent has property account and must have contact relief.
- N Two billets at JRC are required to be Women Marine's to serve as female Troopleaders/Drivers. Assignment of these Marines will be coordinated between the PersO MCB and the command providing support. Third MAW will provide at least one sergeant and one female Marine.
- O Assigned Marines must possess Govt License up to 5 ton.
- P Prefer MOS 11XX, 13XX, or 35XX.
- Q Assigned Marines must possess Govt License up to 44 passenger bus (age requirement for 44 passenger bus is 21 years old).
- R Minimum 12 months required.
- S Typing skills required. Civilian drivers license required.
- T Computer skills required.
- U MOS 8531/8532 preferred. Sharpshooter minimum.
- V Reserved for Future Use.
- W For Future Use.
- X Tour length of one year preferred.

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## ADMINISTRATION OF THE FAP AGREEMENT (IWAKUNI)

1. Purpose. This enclosure provides guidance and administrative instructions for personnel assigned to MCAS Iwakuni in connection with the Fleet Marine Force Personnel Assistance Program.

2. Assignments

a. Personnel assignments in support of this agreement will be on an individual basis. FAP orders will be issued directing assigned personnel to report to the Commanding Officer, MCAS Iwakuni (S-1). FAP orders will indicate the T/O line number against which the individual is charged (enclosure (4) refers). Internal reassignments of FAP personnel assigned to nonspecific MOS billets may be done only with concurrence of the parent command. Station S-1 will provide a FAP assignment roster to the parent commands on a monthly basis.

b. CAT I personnel will be assigned according to the billet line number they fill for their parent command's Table of Organization (T/O). CAT II personnel will be assigned to FAP billets based on the T/O of MCAS Iwakuni, with the parent command filling those billets with a qualified Marine. Station S-1 will provide a FAP assignment roster to parent commands on a monthly basis. Enclosure (7) will be used when assigning personnel to CAT II FAPS.

c. Grade substitution of one grade above or below the T/O grade is authorized. Substitutions exceeding one grade must be approved by the Commanding Officer, MCAS Iwakuni (S-1 Officer). MOS substitution within the same occupational field is not authorized except where noted. Additional authorized MOS substitutions within the same occupational field are not authorized except where noted. Additional authorized MOS substitutions are identified for specific billets as footnoted in this Order.

d. CAT I FAP's are assigned by MMEA, Headquarters Marine Corps based on the parent command's staffing goal. Grade changes within by-line T/O's should not exceed one grade up or one grade down. CAT II FAP's will also be assigned to the appropriate grade standards as set in the footnotes of enclosure (4). Caution will be taken when assigning MOS to the FAP BILMOS. Substitutions will not be assigned except where noted in enclosure (4). Tours for CAT I FAP's as specified by Headquarters Marine Corps are normally 12 months (dependents restricted) or 36 months (accompanied). Tours

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for CAT II personnel not serving within their primary or Additional MOS, or serving in a retraining assignment, will be six months. Paragraph 5 addresses tour extensions and conversions.

e. Category II personnel with disciplinary, medical or administrative action pending, or who have an extensive history of such will not be assigned to the FAP without a determination of suitability through prior coordination with Station S-1.

f. Both CAT I and CAT II FAPs must be properly screened to ensure they are appropriately assigned to the program by the parent command. Marines who enlisted under the Combat Arms Program will not be assigned to the FAP program except if authorized by appropriate directive. Special caution should be taken with any Marine who enlisted/reenlisted for a Reenlistment Bonus Program.

g. MACS 4 ATC Det will retain the Det Commander and NCOIC, MOS 7220 and 7291 attached to MAG-12.

### 3. Reporting and Termination

a. To ensure proper manpower control over continuously reporting FAP personnel, individuals assigned to the FAP will report in person to the Commanding Officer, MCAS Iwakuni (Station S-1), building 360, room 22, with their original orders and their service records.

b. Duty under the FAP will not normally be terminated strictly for minor disciplinary infractions.

c. A 10 working day written notification with reasons for termination will be provided to the Commanding Officer, MCAS Iwakuni (Station S-1) by the parent command.

d. The parent command will initiate travel dates for FAP personnel ready to execute PCS orders. Station S-1 will then obtain flight date information from the Passenger Control Point. Upon determination of the flight date, the individual will be given check-out papers by Station S-1. The check-out process will begin five full working days prior to the flight date (not to include the flight date) and the individual member will report to the parent command no later than 1430 on the 3rd working day of check-out.

4. Return of Non-effectives. FAP personnel who become ineffective for extended periods of time may be terminated for cause as follows:

a. Category I

(1) Unauthorized Absence (UA). Personnel in a UA status will have their FAP assignment terminated and their SRB and personal effects will be delivered to the parent command on the 25th day of absence. This will allow the parent command sufficient time to drop the member as a deserter on the 31st day. The Commanding Officer, Headquarters and Headquarters Squadron (H&HS) will ensure completion of all requisite administrative action concerning absentees (i.e., UD/SRB entries, UA letters, DD553, personal effects inventoried) during the time frames indicated in applicable directives.

(2) In Hands of Civilian/Foreign Authorities (IHCA/FA), Hospitalized or Convicted by Court-Martial Where Punitive Separation is Not Awarded. Termination of FAP status (DEFAP) will not occur solely on grounds of IHCA/FA, hospitalization, or conviction by court-martial where punitive separation is not awarded. H&HS will coordinate with the parent command to request for administrative separation or transfer by service record if required. Personnel will be DEFAPed upon receipt of authorization for separation or transfer.

(3) Conviction by Court-Martial with Punitive Separation Awarded. No action will be taken until CA action is completed. The termination of FAP status will then be evaluated on a case-by-case basis.

b. Category II

(1) Unauthorized Absence. Personnel in a UA status will have their FAP assignment terminated and their SRB and personal effects will be delivered to the parent command on the 25th day of absence. This will allow the parent command sufficient time to drop the member as a deserter on the 31st day. The Commanding Officer, Headquarters and Headquarters Squadron (H&HS) will ensure completion of all requisite administrative action concerning absentees (i.e., UD/SRB entries, UA letters, DD553, personal effects inventoried) during the time frames indicated in applicable directives.

(2) Personnel in confinement (civilian/military) or hospitalized for a period in excess of 25 days will be DEFAPed on the 26th day.

c. The Commanding Officer, MCAS Iwakuni, reserves the right to make a local determination based on existing circumstances for the

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termination for cause of any individual assigned to the FAP when it is obvious that such assignment is detrimental to the spirit and intent of this program. In this situation, appropriate liaison will be conducted between the Commanding Officer, MCAS Iwakuni (Station S-1), and the parent command.

5. Personnel Administration

a. UD entries will be made per MCO P1080.40A. Parent commands will ensure that prior to FAP assignment all MCTFS data on a Marine is current and correct, (i.e., RED update, RTD, DCTB, travel claim, pay).

b. OQRs/SRBs will be maintained per reference (f). The parent command will ensure each OQR/SRB is thoroughly audited and all administrative details are completed and/or initiated prior to personnel reporting for FAP. If the OQR/SRB is not available, personnel will be sent with a temporary record.

c. Promotion of personnel will be administered by the Commanding Officer, H&HS, MCAS Iwakuni. Promotion warrants received by the parent command for personnel assigned to the FAP will be forwarded for delivery by the Commanding Officer, H&HS, MCAS Iwakuni.

d. Upon assignment to the FAP, an appropriate entry will be made in the OQR/SRB and required proficiency and conduct marks assigned. For Sergeants and above, fitness reports will be completed to include the effective date of assignment to the FAP. The occasion for the fitness report submission will be in accordance with MCO P1610.7E.

e. Correspondence to a higher headquarters initiated by Marines assigned to the FAP (CAT II) will be submitted via the Commanding Officer, MCAS Iwakuni (S-1) and the Commanding Officer, H&HS (S-1) to the parent command for endorsement via addressee. Requests for overseas extensions by Officers will be forwarded via the Commanding General, 1st Marine Aircraft Wing or Commanding General, 3d Force Service Support Group. Using this Order as authority, the Commanding Officer, H&HS, may forward enlisted Category I FAP extension requests directly to CMC if the requested extension will not result in the Marine remaining at MCAS Iwakuni more than six years. Requests shall be forwarded to the Marine's parent command.

f. All tour conversion requests initiated by Marines assigned to the FAP (CAT I and II) will be submitted via the Commanding

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Officer, MCAS Iwakuni (S-1) and the Commanding Officer, H&HS (S-1) to the parent command for endorsement.

g. The request mast chain will be Commanding Officer, H&HS, or Commanding Officer, MCAS Iwakuni, and parent unit commanding officer, as appropriate. The parent unit commander will be advised of the circumstances requiring request mast.

h. FAP personnel awaiting convening authority/supervisory authority (CA/SA) action on courts-martial may be reassigned to non-sensitive billets (e.g., CAT II billets) as deemed appropriate by the Commanding Officer, MCAS Iwakuni. Station S-1 will coordinate with parent commands concerning such reassignments.

i. Marines becoming pregnant while assigned to FAP (CAT I or CAT II) will be handled in accordance with MCO 5000.12D. The Commanding Officer, H&HS will notify the parent command whenever a Marine becomes pregnant. For CAT II FAP's, the parent unit will initiate action, terminate the FAP at the appropriate time and provide a replacement.

6. Career Planning. The Commanding Officer, H&HS, MCAS Iwakuni will be responsible for the preparation of reenlistments, extensions, and recommendations of all CAT I FAP's assigned personnel. The Commanding Officer, H&HS will ensure all administration and required counseling has been accomplished as is required by Marine Corps directives. Completed packages will be forwarded to the parent command for endorsement via the chain of command. CAT II personnel will be the responsibility of the parent command.

#### 7. Billeting and Training

a. Both CAT I and CAT II FAP personnel will be billeted under H&HS. CAT I FAP Marines with PCS orders from Iwakuni will be allowed to remain in the H&HS barracks until their flight date. CAT II FAP Marines with such PCS orders will, upon completion of checkout procedures with Station S-1, return to their parent command for billeting assignment.

b. The Commanding Officer, H&HS, will ensure that training is conducted and recorded as prescribed in current directives.

#### 8. Leave/TAD Procedures

a. The Commanding Officer, H&HS, controls the leave, liberty, administrative absences, permissive TAD, and TAD for personnel assigned to the FAP.

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b. Marines assigned to TAD (less than 30 days) on quotas obtained by the parent command for MOS proficiency or other requisite training will be retained in a FAP status during the period of temporary duty.

9. Exercises/Contingencies

a. All exercise use of FAP personnel will be coordinated in advance with the respective management agents (CO, CSSD-36; CO, MAG-12; CO, MWSS-171) who represent CG, 3d FSSG and CG, 1st MAW on FAP issues. Station (S-1) will notify parent commands of any personnel exercise tasking received from sources other than the approved management agents, and act on such requests only upon concurrence and coordination by those management agents.

b. The parent unit will initiate termination of CAT II FAP personnel no more than 10 days prior to squadron rotation. H&HS will release FAPs no less than five days prior to rotation. UDP squadrons will provide a replacement within five days of the new squadron arriving. Station S-1 will prepare and provide a monthly report to parent units showing termination dates of those FAP Marines requiring replacement.

c. Parent unit commanders may DEFAP a Marine when required for exercises. If adequate personnel are available, parent unit commanders will replace CAT II personnel prior to DEFAP of an assigned CAT II FAP. Parent commands recognize that DEFAPs without replacements will require the Commanding Officer, MCAS Iwakuni, to curtail or cease to provide certain services. Parent commands will provide requests to terminate CAT I and CAT II for support of operational requirements to the Commanding Officer, MCAS Iwakuni (S-1) 15 days prior to any DEFAP. Request to terminate will specify name, MOS, inclusive dates of the commitment or exercise and identify any equipment the Marine is required to have. Parent commands will fill vacant FAP billets within 5 days of the commitment, or sooner, should personnel become available. Marines will not DEFAP or participate in parent command training for periods of less than 30 days. All parties to the agreement understand that FAP personnel are an integral part of the Air Station; therefore, at no time will training exercises deplete on-hand FAP assets by more than 50 percent.

10. PCS Procedures

a. The FAPed Marine's parent command is responsible for requesting the required portcall.

b. For those Marines assigned to the FAP program who are returning to CONUS for discharge or other separation action (W95), the Commanding Officer, H&HS, MCAS Iwakuni, will ensure all physical examinations and administrative out processing (e.g., Transition Assistance Management Program) requirements pertaining to separation are completed prior to the DEFAP date. Required physical exam processing should be initiated no less than 60 days prior to the Marine's RTD.

c. All screening requirements pertaining to special assignment (i.e., DI, recruiting, independent duty, etc.) will be accomplished by the Commanding Officer, H&HS. The parent command will provide written notification, to include a copy of the PCS source document (i.e., Automated Orders Writing Process (AOWP), message, special order), in each case where the screening checklist is required.

d. Marines terminated from FAP in connection with PCS Orders will follow the same checkout procedures as MCAS Iwakuni permanent personnel and complete all checkout procedures prior to termination of FAP.

e. Parent commands are responsible for all PCS entitlements (i.e., advance pay, per diem, Dislocation Allowance (DLA)).

#### 11. Emergency Leave Procedures

a. Emergency leave procedures for personnel assigned to the FAP will normally be the same as those for MCAS Iwakuni permanent personnel. The following exceptions apply:

(1) Marines that qualify for modification of PCS orders (less than 90 days to RTD) will be DEFAPed to the parent command.

(2) Those Marines assigned from a six month unit deployment squadron will have their request referred to the appropriate parent command for coordination with the H&HS, Administrative Officer.

b. In all cases, reference (h) will be used in processing emergency leave requests.

12. Legal and Medical Holds. In any case where a FAP Marine is placed on legal or medical hold, the Commanding Officer, H&HS, will notify the parent command and Station S-1.

13. Additional Military Duties. Personnel assigned to the FAP program may be required to participate in additional military duties as listed below.

ENCLOSURE (6)

- a. Officer of the Day (Gunnery Sergeants and above).
- b. Staff Duty NCO (Staff Sergeants).
- c. Duty NCO (Sergeants and Corporals)
- d. Assistant Duty NCO (Private through Corporals).
- e. Courtesy patrol (Gunnery Sergeants and Staff Sergeants).
- f. Mess attendants (Privates through Sergeants; not to exceed 30 days). CAT II personnel will stand Mess Duty, those CAT II personnel who have stood mess duty prior to being assigned FAP will have the period and location of mess duty noted on their FAP orders. These personnel will not stand mess duty while assigned to the FAP. Personnel who stand mess duty while assigned to the FAP will have the period and location of the mess duty noted on their termination of FAP orders.

14. Category I Billet MOS's

a. MWSS 171 (MCC 146)

2542	3361	3381	4066	4641	4671	5803	5811
6046	6493	6802	6845	6821	7002	7011	7051

b. CSSD 36 (MCC 1EZ)

0160	0161	3102	3112	3361	3381	3404	3432
4034	4130	4133	4402	4421			

c. PSD 12/MALS 12/VMFA-212/MACCS4 DET B (MCC 1JB)

4341	7220	7252	7253	7291			
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SAMPLE FAP/DEFAP ORDERS

Unit Heading

5300  
S-1  
Date

From: Commanding Officer, \_\_\_\_\_

To: \_\_\_\_\_  
(GRADE) (LAST NAME, FIRST, MI) (SSN) (MOS) (RTD)

Subj: ASSIGNMENT TO FLEET ASSISTANCE PROGRAM (FAP) ORDERS

Ref: (a) MARCORBASESJAPANO 5300.2A

1. Per the reference, you are hereby assigned to the Fleet Assistance Program and are further directed to proceed and report NLT \_\_\_\_\_ on \_\_\_\_\_ to the Commanding Officer, Marine Corps Air Station Iwakuni, Japan (S-1/Manpower) bldg 360, room 22, for further assignment to the Commanding Officer, Headquarters and Headquarters Squadron, to fill Line Number: \_\_\_\_\_, Billet Description: \_\_\_\_\_ Billet Rank: \_\_\_\_\_, MOS: \_\_\_\_\_, CAT: \_\_\_\_\_ as a replacement for (if known)

\_\_\_\_\_  
(GRADE) (LAST NAME, FIRST, MI) (SSN) (MOS) (RTD)

2. You have been screened for pending disciplinary, medical and/or administrative action and have no extensive history of disciplinary/medical problems. You have been found qualified for assignment to the Fleet Assistance Program.

\_\_\_\_\_  
(Signed by Parent Command)

ENCLOSURE (7)

Date \_\_\_\_\_

FIRST ENDORSEMENT

From: Commanding Officer, Marine Corps Air Station Iwakuni, Japan

To:

\_\_\_\_\_  
(GRADE) (LAST NAME, FIRST, MI) (SSN) (MOS) (RTD)

Subj: ASSIGNMENT TO FLEET ASSISTANCE PROGRAM (FAP) ORDERS

1. You reported to Station S-1/Manpower, Marine Corps Air Station Iwakuni at \_\_\_\_\_ on \_\_\_\_\_, and are further directed to report to the Commanding Officer, Headquarters and Headquarters Squadron, for duty.

\_\_\_\_\_  
(S-1 Officer, Signature)

ENCLOSURE (7)

Date \_\_\_\_\_

SECOND ENDORSEMENT on \_\_\_\_\_ FAP/DEFAP Orders of \_\_\_\_\_  
(Unit)

From: Commanding Officer, Marine Corps Air Station Iwakuni, Japan

To:

\_\_\_\_\_  
(GRADE) (LAST NAME, FIRST, MI) (SSN) (MOS) (RTD)

Via: Commanding Officer, \_\_\_\_\_

(IF APPLICABLE)

Subj: TERMINATION OF FLEET ASSISTANCE PROGRAM (FAP) ORDERS

1. Effective at \_\_\_\_\_ on \_\_\_\_\_, you are terminated from the Fleet Assistance Program (FAP).

2. You are further directed to report to the Commanding Officer, \_\_\_\_\_, S-1 Office, Bldg \_\_\_\_\_, NLT \_\_\_\_\_ on \_\_\_\_\_.

3. Records at H&HS indicate that you have participated in additional military duty as mess attendant while assigned to the FAP during \_\_\_\_\_ at \_\_\_\_\_.  
(Location) (Period)

\_\_\_\_\_  
(S-1 Officer, Signature)

Copy to:  
UD, H&HS  
SRB, H&HS